

# Y1 Letter Writing: Informal Example Text

88 Rockingham Road  
Cliff Town  
CT4 5TT

9<sup>th</sup> July 2016

Dear Rabbit,

I want to tell you about the bear that lives at Cliff Cave.

People think he is unkind and dangerous but he is actually the kindest bear in the world. It is his birthday on Friday and he would like you to come to his cave because he is lonely.

He wants to be your friend and he is looking forward to his party. There will be gingerbread bears and a big cake with lots of candles to blow out and make wishes on. He hopes you can come.

Do you think you can come? Please send the bear a reply.

From,

Joe



# Y1 Letter Writing: Informal Example Text

## Annotated Genre Features

88 Rockingham Road  
Cliff Town  
CT4 5TT<sup>1</sup>

<sup>1</sup> the sender's  
address

9<sup>th</sup> July 2016<sup>2</sup>

<sup>2</sup> the date

<sup>3</sup> an informal  
greeting, e.g.  
Dear, Hello, etc.

Dear Rabbit,<sup>3</sup>

I want to tell you about the bear that lives at  
Cliff Cave.<sup>4</sup>

<sup>4</sup> an introduction  
sets out the  
purpose of  
the letter

<sup>5</sup> more details  
are given

People think he is unkind and dangerous but he  
is actually the kindest bear in the world. It is his  
birthday on Friday and he would like you to come  
to his cave because he is lonely.<sup>5</sup>

He wants to be your friend and he is looking forward  
to his party. There will be gingerbread bears and a  
big cake with lots of candles to blow out and make  
wishes on. He hopes you can come.<sup>5</sup>

Do you think you can come? Please send the bear  
a reply.<sup>6</sup>

<sup>6</sup> the conclusion  
sets out what  
the sender wants  
the recipient to  
do next

<sup>7</sup> ends with 'from'

From,<sup>7</sup>

Joe



# Y1 Letter Writing: Informal Example Text

## Annotated Grammar, Punctuation and Spelling Features

<sup>1</sup> capital letters to punctuate a sentence.

88 Rockingham Road<sup>2</sup>  
Cliff Town<sup>2</sup>  
CT4 5TT

<sup>2</sup> capital letters for names, places, the days of the week and the personal pronoun 'I'.

9<sup>th</sup> July<sup>2</sup> 2016

<sup>3</sup> sentences punctuated with full stops.

Dear Rabbit<sup>2</sup>,

<sup>4</sup> ideas and sentences joined with 'and'.

I<sup>2</sup> want to<sup>5</sup> tell you about the<sup>5</sup> bear that lives at Cliff Cave<sup>2, 3</sup>.

<sup>5</sup> common exception words.

People<sup>1</sup> think he<sup>5</sup> is unkind<sup>7</sup> and dangerous<sup>12</sup> but he<sup>5</sup> is actually the<sup>5</sup> kindest<sup>10</sup> bear in the<sup>5</sup> world.<sup>3</sup> It<sup>1</sup> is his<sup>5</sup> birthday on Friday<sup>2</sup> and<sup>4</sup> he<sup>5</sup> would like you<sup>5</sup> to<sup>5</sup> come<sup>5</sup> to<sup>5</sup> his<sup>5</sup> cave because he<sup>5</sup> is<sup>5</sup> lonely<sup>12, 3</sup>.

<sup>6</sup> compound word.

<sup>7</sup> prefix 'un'.

He<sup>1&5</sup> wants to<sup>5</sup> be<sup>5</sup> your<sup>5</sup> friend and<sup>4</sup> he<sup>5</sup> is<sup>5</sup> looking<sup>9</sup> forward to<sup>5</sup> his<sup>5</sup> party.<sup>3</sup> There<sup>1</sup> will be<sup>5</sup> gingerbread<sup>6</sup> bears<sup>8</sup> and<sup>4</sup> he<sup>5</sup> is<sup>5</sup> having a<sup>5</sup> big<sup>12</sup> cake with lots of candles<sup>8</sup> to<sup>5</sup> blow out and make wishes<sup>8</sup> on.<sup>3</sup>

<sup>8</sup> plurals spelt correctly.

<sup>9</sup> adding suffixes -ing -ed -er to a root word where there is no change to the verb.

Do<sup>1</sup> you<sup>5</sup> think you<sup>5</sup> can come<sup>5</sup>?<sup>11</sup> Please<sup>1</sup> send the<sup>5</sup> bear a reply.<sup>3</sup>

<sup>10</sup> adding suffixes -er or -est to the adjective where there is no change to the root word.

From,

<sup>11</sup> question mark.

Joe<sup>2</sup>

<sup>12</sup> adjective to describe.



# Y1 Letter Writing: Informal Example Text

## Annotated Grammar, Punctuation and Spelling Features

<sup>1</sup> capital letters to punctuate a sentence.

<sup>2</sup> capital letters for names, places, the days of the week and the personal pronoun 'I'.

<sup>3</sup> sentences punctuated with full stops.

<sup>4</sup> ideas and sentences joined with 'and'.

<sup>5</sup> common exception words.

<sup>6</sup> compound word.

<sup>7</sup> prefix 'un'.

<sup>8</sup> plurals spelt correctly.

<sup>9</sup> adding suffixes -ing -ed -er to a root word where there is no change to the verb.

<sup>10</sup> adding suffixes -er or -est to the adjective where there is no change to the root word.

<sup>11</sup> question mark.

<sup>12</sup> adjective to describe.

88 Rockingham Road<sup>2</sup>  
Cliff Town<sup>2</sup>  
CT4 5TT

9<sup>th</sup> July<sup>2</sup> 2016

Dear Rabbit<sup>2</sup>,

I<sup>2</sup> want to<sup>5</sup> tell you about the<sup>5</sup> bear that lives at Cliff Cave<sup>2, 3</sup>.

People<sup>1</sup> think he<sup>5</sup> is unkind<sup>7</sup> and dangerous<sup>12</sup> but he<sup>5</sup> is actually the<sup>5</sup> kindest<sup>10</sup> bear in the<sup>5</sup> world.<sup>3</sup> It<sup>1</sup> is his<sup>5</sup> birthday on Friday<sup>2</sup> and<sup>4</sup> he<sup>5</sup> would like you<sup>5</sup> to<sup>5</sup> come<sup>5</sup> to<sup>5</sup> his<sup>5</sup> cave because he<sup>5</sup> is<sup>5</sup> lonely<sup>12, 3</sup>.

He<sup>1&5</sup> wants to<sup>5</sup> be<sup>5</sup> your<sup>5</sup> friend and<sup>4</sup> he<sup>5</sup> is<sup>5</sup> looking<sup>9</sup> forward to<sup>5</sup> his<sup>5</sup> party.<sup>3</sup> There<sup>1</sup> will be<sup>5</sup> gingerbread<sup>6</sup> bears<sup>8</sup> and<sup>4</sup> he<sup>5</sup> is<sup>5</sup> having a<sup>5</sup> big<sup>12</sup> cake with lots of<sup>5</sup> candles<sup>8</sup> to<sup>5</sup> blow out and make wishes<sup>8</sup> on.<sup>3</sup>

Do<sup>1</sup> you<sup>5</sup> think you<sup>5</sup> can come<sup>5</sup>?<sup>11</sup> Please<sup>1</sup> send the<sup>5</sup> bear a reply.<sup>3</sup>

From,

Joe<sup>2</sup>

